

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FC-165

1951-S

For: State and County Offices

AGCREDIT Downloads and Deletion of Archived Data

Approved by: Deputy Administrator, Farm Loan Programs

Carolyn B. Cooksey

*downloads to be done quarterly
must be*

*Subj
action
primary
A-100*

1 Overview

A
Background

AGCREDIT has been used by County Offices since November 1988 when 1951-S servicing first began. It is used to track and report all 1951-S servicing actions as well as bankruptcies, liquidations, inventory property, and debt settlements.

B
Purpose

This notice provides instructions to:

- State and County Offices for monthly download
- State Offices for monitoring past due activities
- County Offices for deleting archived servicing records.

C
Contact

If there are any questions:

- County Office shall contact State Offices
- State Offices shall contact Kim Laris, LSMPD, at 202-720-1659.

Disposal Date

February 1, 1999

Distribution

State Offices; State Offices relay to County Offices

2 Action

A Monthly Download of AGCREDIT Data by County Offices

County Offices are required to complete a download of AGCREDIT data on the last working day of each month. The data downloaded must be current and up-to-date. All nonmonetary, delinquent, and financially distressed borrowers, as well as bankruptcies, liquidations, inventory property, and debt settlements, must be tracked in AGCREDIT. After completing the download, the diskette or tape, as applicable, will be forwarded to the State Office.

Refer to the AGCREDIT Users Guide for more information on updating borrower records and download of data.

B State Office Action

State Offices will compile the county downloads to their 3B2. A download to the National Office is not required. Ag Credit Directors will use the AGCREDIT data to monitor the progress counties are making in servicing both ag87 and ag90 borrowers. Particular attention should be placed on cleaning up ag87 borrowers and those in ag90 with past due regulatory dates.

C Authority to Delete AGCREDIT Data

Servicing officials may delete archived records where servicing was completed before October 1, 1995. Thereafter, archived servicing records may be deleted 2 FY's after the end of the FY in which the servicing was completed.

D Download and Storing Data Before Deletion

Before County Offices delete borrower data, a download of the AGCREDIT data should be completed and stored indefinitely in the County Office's fireproof safe. The download should be completed through the AGCREDIT administrative functions option. Label the diskette as follows:

AGCREDIT Data Dowload
Date and Time
DO NOT REUSE - SAVE INDEFINITELY

Continued on the next page

2 Action (Continued)

E

Printing a List of Borrowers

There is no easy way to determine when a borrower's servicing records were completed and archived. Start by printing a list of borrower's in AGCREDIT from the "Report Options Menu" and go through each 1 individually to determine what records could be deleted. A compact borrower history report of archive servicing for each borrower may need to be printed to determine the completion date.

F

Deleting Records

On the "Delete Options Menu", choose 1 of the following options for deleting completed servicing records:

- "B", if only a specific servicing record is to be deleted, while other records will be retained
- "C", if all servicing records are to be deleted, except the basic borrower information

Note: This option should **not** to be used if the borrower has current open activities.

- "D", if all servicing records and the basic borrower information are to be deleted.

Note: This option should be used when the borrower is no longer indebted to FSA.

See the AGCREDIT Users Guide for more information on deleting borrower records.
